

## COA Checklist

A COA is required for *any* change to the exterior of a building, *any* new construction (including accessory buildings, pergolas, patios, etc.) or *any* changes to the property site (landscaping, fence, driveway, parking lot) . In-kind repairs (no change in materials, size, color) do not require a COA.

### Application

A completed application must include: COA application, fee, and all required supporting documents. The fee is paid and accepted when the COA application *and* supporting documents are submitted. Application must be complete by the deadline.

### Signs

color graphic with dimensions of sign, lettering  
sign board materials  
sign post dimensions, materials  
sign placement

### Exterior Painting

suppliers paint samples for siding, trim

### Fence

site plan showing fence location  
height and fence materials  
vinyl fences and privacy fences that run along the street are not permitted.

### Major Landscaping

drawing of location where tree/large shrubs are to be removed or planted.  
reason for removing a mature canopy tree.

### Patios, walkways, driveways

Site drawing showing location and remaining open space  
materials  
type and design of driveway

### Lighting

type, material, design, orientation, and location of fixture  
catalog copy  
wattage

### Construction of deck, porch, ramp, pergola, accessory building, exterior, staircase

site plan showing location, setbacks, and remaining open space  
materials  
colors (provide actual paint sample)  
scale drawing  
catalog copy  
landscaping plan

### Replacement of roof, siding, windows, doors, shutters

specify what will be replaced and their location on the building  
specs for all replacement materials  
catalog sample for windows, shutters, doors showing dimensions, materials, etc.  
colors (provide actual paint sample)

### Conditional Use Permit

proposed use  
zoning classification  
is proposed use permitted?  
site plan  
on site and street parking  
signage

### Parking Lot

Site plan showing dimensions and remaining open space  
material

### Construction of building addition or garage

Site plan showing lot dimensions, setbacks, location of proposed construction, and remaining open space  
scale drawings of all elevations  
materials and colors (provide actual paint sample)  
roof type, pitch, and material  
construction details/catalog copy for all doors and windows.  
lighting plan  
landscaping plan

### Rehabilitation of exterior of building

Itemized description for each separate alteration (paint, siding, shutters, trim, windows, repointing, etc.).  
Include colors, materials, catalog copy for windows, doors, shutters, etc.